

PEACE CORPS KOSOVO

Vacancy Announcement: Executive Assistant

The Peace Corps program in Kosovo places American Volunteers in two-year assignments in villages and towns across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Executive Assistant.

Under the direction of the Country Director, the Executive Assistant performs a variety of functions in support of the responsibilities of the Country Director, two other senior staff, and the general management of the Post.

Specific requirements:

- Minimum of 3 years of related work experience. Work with Americans or internationally is a plus.
 - Must be fluent in both written and spoken English, Albanian and Serbian and be able to prepare reports and documents in all languages with no editing required.
 - Must possess and demonstrate high quality composition, personal organization and time management skills.
 - Must have demonstrated ability to exercise judgment, discretion and professionalism in dealing with duties.
 - Must be computer literate and proficient with various software applications including Microsoft Word, EXCEL, desk-top publishing and other software relevant to the duties of this position.
 - Must dress in a neat and clean manner and exercise the requisite social graces in dealing with the public.
 - Must meet US Embassy security clearance requirements.
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- **Important: Qualified and interested candidates should send a description of their qualifications and CV by e-mail to jobs@mk.peacecorps.gov (please state the position you are applying for and your last name in subject line of e-mail correspondence). Closing date: applications need to arrive no later than Monday, October 7, 2013. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.**

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